

DDI file

Work
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30 June 1977

25X1 MEMORANDUM FOR: [REDACTED]

C/DDI/Administrative Staff

25X1 FROM :

[REDACTED]
Career Management Officer/DDASUBJECT : Assignment of Personnel to the 30-Year
Records Declassification Review ProgramREFERENCE : Memo frm DDA to the DDI, dtd 17 May 77,
same subj, w/att

1. [REDACTED] The Records Review Branch (RRB) of ISAS/DDA, 25X1
established on 2 May 1977 with DDCI approval of the Action
Plan contained in reference, has made considerable progress
in establishing the Agency's Declassification Review Program.
All directorates have detailed personnel to assist with the
initial organization of this program and have named their
respective Focal Point Officers. In addition, other directorates
(including the DDI) have already designated Office Focal Point
Officers to assist in the primary and complex task of formulating
declassification guidelines.

2. [REDACTED] The Action Plan also provides for an estimated 25X1
six reviewers and two clericals to be detailed from the DDI,
pending approval of positions requested for the RRB in FY 1979.
The RRB has a need for secretaries and other clerical personnel
now and will soon require full time reviewers. Personnel with
unique and distinct qualifications will be required to provide
the necessary blend of skills and experience needed to efficiently
review the documents. Because of this we would appreciate the
opportunity to review the files of selected professional personnel
in your directorate in grades GS-09 through GS-13, and secretarial
personnel in grade GS-07.

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3. Your continued cooperation in this program will make it possible for the RRB to become a fully functioning organization as soon as possible. If you have any questions regarding this request, please call me on extension

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